

# U.S. Fish and Wildlife Service

## QUARTERLY DIVERSITY ACCOMPLISHMENT

### REPORT FORM



Region/Program\_\_6.\_\_\_\_\_DCR\_\_\_\_\_

\_\_\_\_3<sup>rd</sup>\_\_\_\_ Quarter, Fiscal Year \_03\_\_\_\_\_

**Part I. Recruitment Activities**

April 17, 2003-A Human Resources (HR) Personnel Specialist attended a job fair sponsored by the Denver Federal Executive Board (DFEB), held at the Auraria Campus, Denver, Colorado. The Specialist provided information regarding the Department of the Interior (DOI) pilot for the hiring of firefighters and represented the Service and offered information on careers in wildland firefighting.

April 24, 2003-Office of Diversity and Civil Rights (DCR) staff participated in the "Access for All" Job Fair, sponsored by the Colorado Coalition for Persons with Disabilities, in Denver, Colorado. Approximately 600 people attended the Job Fair and 11 resumes were accepted.

**A. Minorities in Higher Education Institutions**

DATE	PROGRAM ACTIVITY	UNIVERSI TY/ COLLEGE **	CATEGORY* **	AWARDS TO UNIVERSIT IES/ COLLEGE	STAFF HOURS/ SALARI ES	COST
Comments: Nothing new to report						

**B. Disabled Recruitment Initiatives**

April 10, 2003-DCR Intern attended Cerebral Palsy of Colorado Business Advisory Council (BAC) meeting. Discussion included the role of the BAC in meeting the needs of those with a disability that are seeking employment and suggestions for future training topics.

April 18, 2003-DCR Intern attended CO Division of Vocational Rehabilitation Connect meeting. Training was offered on several community, college, and State programs seeking to connect those who have a disability with employment opportunities. DCR Intern work experience program to representatives from two agencies and will be receiving a resume for an opening in the Refuge system.

**Meetings with Management**

April 18, 2003-DCR Intern met with Fisheries to explain the work experience program for persons with a disability and left two resumes.

April 23, 2003-DCR Intern met with Administrative Officer of Federal Aid Program to promote the work experience program and to explain the Schedule A process used in hiring persons having a targeted disability.

April 25, 2003-DCR Intern met with the Information Technology (IT) supervisor to discuss program needs and to present resumes of work experience candidates having a targeted disability for possible placement.

**Resumes**

From April 15 – 23, 2003, a total of 16 resumes received this quarter.

**Interviews**

April 2, 2003-DCR Intern interviewed a 30% Disabled Vet seeking an IT placement. A Veteran Employment Specialist, from the Colorado Department of Labor & Employment referred the applicant.

April 25, 2003-DCR Intern interviewed a Hispanic woman with a targeted disability for Refuge System work experience.

May 2, 2003-DCR Intern arrange three interviews for work experience candidates with the IT Division.

June 5, 2003-DCR Intern arranged four interviews for a temporary hire through Migratory Birds & State Programs.

**Placements**

June 2, 2003-A work experience employee was hired off a schedule A appointment and was placed in a National Wildlife Refuge.

May 20, 27, 2003, and June 23, 2003, a work experience placement with IT.

June 30, 2003-Selection off a schedule A merit promotion certificate of a Hispanic female in Migratory Birds & State Programs.

**B. Other Recruitment Activities**

Nothing new to report.

**Part II. Outreach and Educational Programs**

DATE	PROGRAM/ACTIVITY	COST
On-going	Rocky Mountain Arsenal National Wildlife Refuge "Wild New" newsletter in Spanish, and offer programs in Spanish.	0
Comments:		



### **Part III. Retention and Career Development Activities**

#### **A. Career Development Activities**

June 2003-A Hispanic male, who was in a term position, was selected for a permanent position, GS-482-9, Fishery Biologist in Fisheries.

June 2003-Region 6 submitted three employees for the Advanced Leadership Development Program. This included a white female.

April 10, 2003-Fifteen Regional Office employees attended the DOI Government Wide Forum. The guest speaker was Mr. C.W. Metcalf, author of "Lighten Up: Survival Skills for People Under Pressure." The forums are designed to help government employees broaden their knowledge of leadership and quality of life issues.

#### **B. Mentoring and Coaching Programs**

May 2003-Mary Knuth, SCEP student, completed her Field Placement in DCR office. As part of the placement there was an Individual Learning Contract with the University of Denver Graduate School of Social Work and the DCR Chief was the Field Placement Supervisor. Under the contract, Mary was introduced and completed work assignments related to the Persons with Disabilities Program, Alternative Dispute Resolution (ADR) and EEO Counseling.

June 18, 2003-HR sponsored a 1 ½ - hour Employee Assistance Program (EAP) training session for managers and supervisors. The topics included: recognizing performance problems; documenting performance problems; consulting with the EAP; and motivating and reinforcing change while holding employees accountable for performance.

#### **C. Family/Work Life Initiatives**

April 10, 2003-Alcohol Awareness Month and information was posted to all employees about alcohol misuse. Many hyper links were provided to employees to raise awareness and provide assistance to those in need of further evaluation provided by EAP.

April 14-15, 2003-Region 6 employees attended events sponsored by the Safety and Occupational Health Office for Safety Week.

April 23, 2003-In recognition of Administrative Professionals Day, the Region presented the NCTC broadcast, "Future Skill, What You Need to Succeed in 2003 and Beyond."

June 7, 2003-Region 6 co-sponsored the eighth annual "Take a Family Fishing" clinic. A total of 300 children, ages five to 15, plus their adult sponsors attended the event. The children participated in hands-on learning stations such as knot tying, fish identification, and casting along with angling safety, ethics and fish biology. The purpose is to show urban children the joy and skills of angling.

June 26, 2003-Region 6 employees were invited to attend DOI ethics training. DCR staff attended.

Region 6 continues to encourage employees to enroll in a fitness program by reimbursing half of the annual fees with a signed agreement that the employee will participate three days a week.

**Part IV. EEO/Diversity Training and Events**

Date	Course Title	Objectives	Number of Participants		Hours	Trainer	Cost
			Employees	Managers/ Supervisors			
4/03	Bring your Child to Work Day	Introduce children into the Regional Office and work life	All invited	All Invited	8	Region 6	0.00
4/3/03	DFEB Enhance Your Future	Career Development	0	1	8	DFEB	99.00
4/15/03	Sign Language Class (course is offered every 2-weeks)	To learn sign language	10	0	1	FWS employees	0.00
4/22/03	DOI Recruitment Workshop	Recruitment Workshop	2		20	DOI	350.00 each
4/29/03	Coaching for Excellence	Leadership	1		16	NCTC	0.00
5/03	Asian Pacific Islander and Older American Month	Display Case with information and Posters	All invited	All Invited		DCR	0.00
5/6/03	EEO & Disability Awareness Training	EEO training	1	8	4	DCR Staff	0.00
5/6/03	Title VI and Title IX Civil Rights	Learn about Title VI & IX	2		16	DOJ	250.00 each
5/12/03	Mediation and Conflict Management	Certified Mediator	1		40	Collaborative Growth	989.00
5/15/03	Diversity Day Celebration	Celebrate all SEP	All invited	All invited	8	DCR, Navajo Code Talker, Special Olympics, PFLAG	3,000.00
5/21/03	EEO Counselor Training Refresher	Refresher Course	2	1	8	EEOC	249.00 each
6/03	Gay and Lesbian Pride	Display Case with information and Posters	All invited	All Invited		DCR	0.00



6/19/03	A Managers guide to Sexual Harassment	EEO training	5	16	2	NCTC & Federal Training Network	0.00
6/25/03	EEO & Harassment Awareness Training	EEO training	13	0	4	DCR staff	0.00
Comments:							

**Part V. Management Accountability/Noteworthy Activities**

April 17, 2003 and June 18, 2003-The DCR Office continues in consortiums designed to provide ADR resources. This includes the DFEB ADR Consortium and the DOI ADR resources in the Denver area. Both are possible sources for mediators for EEO pre-complaints.

May 6, 2003-The Regional Director (RD) appointed members to the Regional Diversity Committee. The committee consists of representatives from External Affairs (EA); Budget & Administration (BA); Migratory Birds & State Programs; Ecological Services (ES); National Wildlife Refuge System, Regional Office and Field; and Fisheries, Regional Office and Field; and Region 9 Law Enforcement (LE). Ex-officio members are the RD, Deputy RD, HR Officer, and DCR Chief. On June 9, 2003, the committee held their first meeting. A committee notebook was prepared by the DCR office and a discussion was held on recruitment and retention of employees; accountability and evaluation of the diversity program; training and awareness; and alternative dispute resolution and conflict management. The committee elected a Chair and Vice-Chair. The committee requested the HR/DCR offices to provide a PowerPoint presentation on current recruitment and retention procedures and mentoring for the July meeting.

May 22, 2003-The HR Officer, DCR Chief, and DCR Intern attended the Regional Retreat. The RD, Deputy RD, and Assistant Regional Directors were briefed on the Diversity Progress Report-First Half of FY 2003, the Student Career Experience Program, and the Persons with Disabilities Initiatives.

June 18, 2003-An EEO Specialist attended the DOI Diversity Coalition West meeting hosted by the Bureau of Reclamation (BOR). Agenda items included: Strategic Recruitment Workshop, Albuquerque, New Mexico; workforce Planning, BOR.; Making Parks Matter, National Park Service (NPS); Recruitment Futures. FWS will host the next meeting.

**Part VI. Special Emphasis and Student Employment Program Managers and/or Coordinators**

**A. Special Emphasis Program (Federal Women's, Hispanic and Disabled).**

The SEP Manager Jeff Roets, EEO Specialist, formed a committee to organize Diversity Day 2003. The committee had the responsibility of recruiting speakers and entertainment for the program. Committee members were:

Jeff Roets, DCR, 303.236.7903/267  
Christy Bates, DCR, 303.236.7903/272  
Mary Knuth, DCR, 303.236.7903/269  
Nancy Braun, LE, 303.236.4502  
Michele Seitz, ES, 303.236.7400/246  
Rick Estrada, ES, 303.236.7400/229  
Linda Stevens, BA, 303.236.7917/407  
Pat Michael, HR, 303.236.5414/405  
Gerri Purvis, HR, 303.236.5414/271  
David Redhorse, EA, 303.236.7917/253

Ms. Denise Lopez, a senior from Westminster High School, kicked off the event by singing a beautiful rendition of the National Anthem while the Hickley JROTC presented the Colors. Next, we heard from Mr. Albert Smith, a Navajo Code Talker and World War II veteran. Then, Parents and Friends of Gay and Lesbian (PFLAG) shared personal experiences and obstacles affecting our gay and lesbian communities.

This year employees shared their ethnic dishes at a potluck luncheon, while enjoying the uplifting music from the Harmony Gospel Group. We also had booths with information and items collected from our employees representing the fabric of our nation. The booths were located in the third floor conference room where they were viewed throughout the entire day.

After lunch, we listened to a presentation from Special Olympics of Colorado, and learned that this organization is not only an athletic organization, but it also serves as a main social outlet for many disabled Americans. Next, Jeopardy's Alex Trebec and Wheel of Fortune's Vanna White stopped by for a fast-paced game of Diversity Jeopardy. The last event of the day was the Rocky Mountain Polynesian Dance Group who entertained us with various dances from Hawaii, Tahiti and Polynesia.

A Star Award was given to the committee members in recognition for their contributions.

The DCR Office staff continues to attend meetings of the DFEB EEO Work Force Diversity Council Sub-Committees. During this quarter, the meetings of the American Indian Program Council and the Asian Pacific Islander Program Council (APIPC) were attended and appropriate vacancy announcements shared. The APEPC is newly established and the purpose is to improve the recruitment and retention of APIs in the Federal workforce and to provide outreach to the APIs and serve as a resource for Federal agencies in programs and interactions with the API population. Region 6 is a co-sponsor for a booth at the Colorado Dragon Boat Festival in August 2003. An estimated 30,000 people attended last year's Festival and celebrates the tradition and cultures of the Asian community.

The DCR Office staff continues to attend Federal Employed Women (FEW), Rocky Mountain Chapter, and monthly meetings. Appropriate vacancy announcements are shared.

#### **B. Student Educational Employment Program (SCEP and STEP).**

April 13, 2003-Refuges place an Asian female as a SCEP Student Trainee Fish & Wildlife Biology, GS-0499-05.



April 20, 2003-Refuges place a White female as a SCEP Student Trainee Outdoor Recreation Planner, GS-0099-04.

May 11, 2003-Fisheries converted a Region 7 SCEP Student Trainee Fish & Wildlife Biology, GS-0499-05 to a Fish & Wildlife Biologist, GS-401-07.

May 4, 2003-Refuges place a White female as a SCEP Student Trainee Fish & Wildlife Biology, GS-0499-05.

May 18, 2003, Refuges place a White female as a SCEP Student Trainee Realty, GS-1199-05.

June 23, 2003-Refuges place a White female as a SCEP Student Trainee Fish & Wildlife Biology, GS-0499-04.

### **Student Intern Program**

This year Region 6 palpitated in the Denver Safe City Office Summer Youth Employment Program (SYEP), and placed two Hispanic females in the Regional Office. The high school student's placement began on June 10, 2003 though July 25, 2003. The goal of the program is to expose youth to the future opportunities that are available to them if they remain in school and develop a strong work ethic.